



Dear Concealed Weapon Permit Applicant:

The Fresno Police Department's Concealed Weapon Permit Policy was established pursuant to City of Fresno Ordinance No. 95-7 adopted on January 24, 1995 by the Fresno City Council. A copy of the Department's policy and the California Department of Justice Standard Application for License to Carry a Concealed Weapon (CCW) form is attached.

This letter will acquaint you with the application process and the basic requirements for obtaining a concealed weapon permit.

### REQUIREMENTS

1. Good Cause:

You must have good cause to obtain a concealed weapon permit. Good Cause is defined as:

- A. A person who has received a threat to their life, of the life of a spouse, or of a dependant child, has reported the threat to a law enforcement agency, and the likelihood exists that the applicant, the applicant's spouse or dependant child is in great danger of physical harm.
- B. A person who has a business necessity to carry large sums of money or other valuables and is in danger of physical harm because of those activities.
- C. A person who has a business necessity to open or close a business at odd hours and is in danger of physical harm because of those activities.
- D. A person by nature of their position or profession is in danger of physical harm.
- E. Reserve Officers in the Fresno Police Department.
- F. The Rangemaster/Armorer of the Fresno Police Department.

2. Residence and Age:

You must be over 21 years of age and reside in the City of Fresno.

3. Prohibited Persons:

Persons convicted of certain criminal offenses or with a history of certain mental problems are prohibited by law from obtaining a concealed weapon permit. These offenses are listed in the application attachments.

4. Good Moral Character:

You must be of good moral character. Applicants, at minimum, must have no criminal convictions within the past 10 years of a crime involving moral turpitude, have no history of alcohol or drug abuse and have no dishonorable discharge from military service.

5. Training and Qualifications:

Applicants must provide proof of having completed an approved handgun training course (of a minimum of eight hours) and having fired a minimum of 100 rounds with the weapon/s to be carried. A training course must be completed which involves a certified course of instruction by an instructor certified by the State of California. The Basic Safety Course involving a test or the viewing of a video does not meet the training requirement.

6. Letter from Employer:

If the applicant states that good cause for obtaining a concealed weapon permit is related to his/her employment, the applicant must provide a letter from the employer authorizing the applicant to carry a concealed weapon during the course of his/her employment.

7. Conditions:

Certain conditions will be placed on the carrying of concealed weapons. These conditions are described in the attached Department Policy Statement.

8. Fees:

The Fresno Police Department will charge a non-refundable fee of \$100.00 for processing the application once a determination has been made that the applicant has met the good cause requirement. In addition, the State Department of Justice charges a non-refundable fee of \$100.00 for processing the applicant's fingerprints as part of a criminal background investigation. This fee is payable to the Fresno Police Department upon a finding of good cause.

9. Hold Harmless Agreement:

Applicants must complete a hold harmless agreement specifically naming the Chief of Police, the Fresno Police Department and the City of Fresno.

10. Renewals:

A concealed weapon permit is valid for two years. The permit must be renewed bi-annually to remain valid. The applicant will show evidence of successful completion of the required course of training, (Minimum of four hours & 50 rounds fired), which involves a certified course of instruction by an instructor certified by the State of California.

A non-refundable fee of \$25.00, payable to the City of Fresno by cashier's check or money order, is due at the time of renewal. In addition, the State Department of Justice charges a non-refundable fee of \$52.00 for the concealed weapon permit renewal and payable to the California Department of Justice by cashier's check or money order at the time of renewal.

11. Modification of License Form (Amendments):

A change of name, address, addition or deletion of a weapon, or other changes to the concealed weapon permit is considered a modification or amendment. A non-refundable fee of \$10.00 is payable by cashier's check or money order at the time of the modification or amendment.

PROCESS

1. Application:

Applicants are to complete the California Department of Justice Standard Application form. **WARNING: IT IS A CRIME TO KNOWINGLY PROVIDE FALSE INFORMATION ON AN APPLICATION TO CARRY A CONCEALED WEAPON.** The completed form must be returned in person to the Concealed Weapons Permit Office at the City Hall Annex. Please call the CCW Coordinator at (559)621-2103 for an appointment to return the form.

2. Good Cause Determination:

An investigation will be conducted into your statement of good cause. If a determination is made that you do not meet the good cause requirement, your application will be denied and you will be notified in writing. IF you meet the good cause requirement, you will be requested to appear at the Concealed Weapon Permits Office to continue the application process. A total of \$200.00, payable by cashier's check or money order, will be required at that time.

3. Fingerprints:

You will also be required to appear in person at the Fresno City Hall/Human Resources Department to have your fingerprints taken. At that time, you must pay the required \$15.00 fingerprint scanning fee by cashier's check or money order. The fee is not refundable.

4. Criminal History:

Your fingerprints will be forwarded to the State of California Department of Justice where your background will be checked to determine if you are free from those criminal offenses that would prohibit you from acquiring a concealed weapon permit. A permit cannot be issued until clearance from the Department of Justice is received.

5. Background Check:

The Fresno Police Department will conduct a background investigation to verify the information on your application and to determine if you meet the good moral character requirement.

6. Training and Qualification:

You must provide evidence of having met this requirement before a permit will be issued.

7. Handgun Requirements

Other than new handguns purchased through State of California authorized licensed gun dealers, you must provide documented proof the weapon to be carried is a *safe handgun* and that you have qualified with the weapon to be carried.

The weapon must be checked by a California Department of Justice approved range master or armorer.

8. Permit Issuance:

If you have met all requirements for a concealed weapon permit, you will be asked to respond in person to the City Hall Annex in order to receive your permit.